
BUILDING CODE OFFICIAL

NATURE OF WORK

Serves the public with professional and advanced knowledge in managing the activities of the Construction and Development Services Division within the Community & Economic Development Department including building, current planning, development activities, annexation, and code enforcement

DISTINGUISHING FEATURES

Work involves responsibility for planning, organizing, assigning, coordinating, managing, and directing the work of subordinate managers, inspectors, technical, and support employees engaged in the enforcement of state statutes and city codes and ordinances relating to new construction and development, redevelopment and remodeling construction activities, and public safety in buildings and performing duties of Building Code Official Work is performed with considerable latitude for independent judgment and decision making within established policy, laws, codes, ordinances, and City rules and regulations.

ESSENTIAL FUNCTIONS (These essential duties are only illustrative.)

Plans, organizes, and directs the activities of the Construction and Development Services Division and Construction and Development Services Permit Center. This includes the supervision over the entire construction and development process, including the Planning & Zoning Section (annexation, planning, platting, zoning, and permitting services), the Building Code Section (building, mechanical, electrical, plumbing, and fire code plan review, permitting and inspection services), and the public infrastructure.

Develops and implements through subordinate managers, employee departmental policies and procedures, and city codes and ordinances.

Directs the seizure, destruction, or condemnation of private buildings and structures as deemed necessary for public safety.

Manages and directs the application and enforcement of laws and codes by division code officials, land use planners and support staff, and activities of other city departments involved in specific related functions of the Construction and Development Services Permit Center. Makes final decisions about proper action for administrative prosecution of specific enforcement actions, and referral to Legal Department for further legal action. Authorizes and executes contracts for emergency demolitions or other actions to protect public safety; and notifies city officials and City Council of action taken.

Directs the current planning efforts, including development and redevelopment efforts, and overall coordination, administration, and implementation of the zoning ordinance, zoning map, comprehensive plan, and subdivision ordinance

Directs all annexation activities to ensure that they are in conformance with the City's long-range comprehensive land use plan and other long-range plans, including corridor plans, transportation plans, sub-area plans, and neighborhood plans.

Directs the enforcement of codes for building, zoning, and public works to ensure consistency of code-based decisions, reasonableness, and accountability by staff in plan reviews, permit processing, inspections, fees, licensing, and violation notices and penalties. Advises and directs final decisions in complex code interpretations, proposed equivalencies, alternative methods or materials, and issues not covered by code.

Directs the preparation and presentation of the annual budget, recommending function, services and fees; manages approved budget.

Confers with the Mayor, City Council, City Administrator, and city department heads on current and proposed actions relating to new construction and development and redevelopment and remodeling projects, as well as the taking and destruction of buildings for public safety reasons; counsels citizens and groups regarding public problems and concerns.

Directs staff coordination of the Building Board of Appeals, Mechanical Board, and Electrical Commission; and advises boards on appeals and code interpretations and licensing decisions.

Directs the organizational development of the division. Selects, trains, motivates, and evaluates department staff; coordinates individual staff training to enhance expertise and professionalism.

Coordinates involvement of appropriate personnel in court and administrative hearing testimony, in departmental proceedings, and coordinates appropriate personnel to act as expert witnesses in civil court cases.

Performs duties of the Building Plans Examiner and Manager of Current Planning in his/her absence.

Develops and maintains software and forms used in inspections and permits in compliance with ordinances, codes, regulations, policies and procedures. Reviews City website for timeliness of information and recommends updates.

Meets and confers with building owners, design professionals and contractors regarding specific projects and interpretation and application of ordinances, codes, regulations, policies and procedures.

Maintains files and records. Prepares regular and special reports

Recommends new codes and changes in existing ordinances and laws.

SUPERVISION RECEIVED

Works under the supervision of the Director of Community & Economic Development, who reviews the work for the effectiveness of services provided, user satisfaction, and overall results achieved.

SUPERVISION EXERCISED

Exercises supervision over subordinate managers, inspectors, technical and program support staff engaged in carrying out the various functions, requirements, and responsibilities of the Construction &

Development Services Division. Supervisory responsibilities include assigning and evaluating work, resolving personnel problems, setting performance goals and standards, making hiring and disciplinary decisions, and performing other supervisory functions.

WORKING CONDITIONS & PHYSICAL DEMANDS

Work activities include attending meetings and conferences throughout the city and state, inspections at construction and development sites, fire scenes, police actions, and building failures, which involves walking over rough surfaces, standing, climbing, stooping, and bending. The employee may be exposed to imminent danger in response to building failures, fires and requests for building assistance, and response to police requests for assistance. The employee may also be exposed to fumes, smoke, dust, health hazards, and unsanitary conditions at various inspection sites.

SUCCESS FACTORS (KSAs)

Thorough knowledge of the construction and development process, including codes and ordinances related to the construction and development permitting process, plan and site review, zoning, platting, permitting, and inspection process. Familiarity with industry best practices related to construction and development services is also required.

Thorough knowledge of the principles and methods of administration, organization, and supervision .

Considerable knowledge of modern developments, current literature, and sources of information in the field of construction and development services, including best practices in planning, zoning, public infrastructure, and building.

Knowledge of management methods, principles, and practices and their application to administering and managing the Building Code.

General knowledge of state laws and municipal ordinances relating to planning, zoning, public infrastructure, and building, mechanical, plumbing, and electrical codes.

Ability to interpret, apply, and enforce codes and ordinances tactfully and impartially, and to make independent and difficult decisions.

Ability to plan, assign, and supervise the work of subordinate personnel.

Ability to establish service-standards and benchmarks for the Construction & Development Services Permit Center and clearly articulate these standards to the Mayor, City Council, general public, and the development community.

Ability to direct and manage a diverse and multidisciplinary Construction & Development Services Division and Permit Center, which crosses departmental boundaries.

Ability to express ideas effectively orally and in writing, to conduct research and to prepare clear and concise reports.

Ability to quickly assimilate and analyze complex issues and decisively solve problems or layout an immediate course of action, as necessary.

Ability to establish and maintain effective working relationships with city employees, other government agencies, the general public, builders, contractors, architects, engineers, and developers.

Skill in the use and care of a personal computer.

Strong communication and interpersonal skills.

EDUCATION, TRAINING & EXPERIENCE

Graduation from an accredited college or university with a Bachelor's degree in geography, urban planning, architecture, engineering, building design, public administration or a related field; with seven years of experience as a planning, zoning, engineering, or building code official, including three years of supervision or management experience. Master's degree preferred. Any satisfactory equivalent combination of experience and training which ensures the ability to perform the work may be substituted for the required experience.

NECESSARY SPECIAL REQUIREMENTS

Possession of a valid Illinois driver's license.

Residency requirement: Classified employees hired after January 1, 1984 may live anywhere in Winnebago County or anywhere within an area fifteen (15) miles from the Public Safety Building within six (6) months of their date of completion of probation. Employees hired prior to January 1, 1984 shall be subject to their conditions of employment in effect at that time.